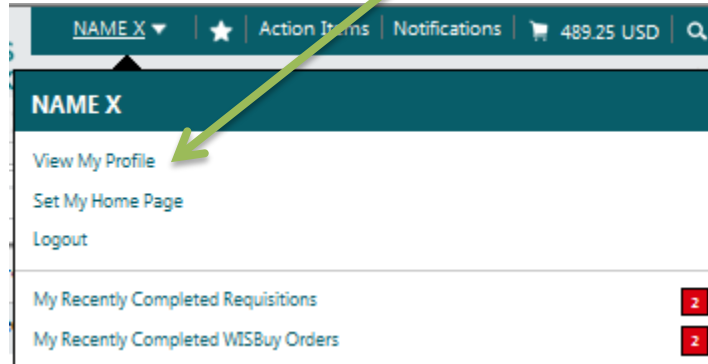


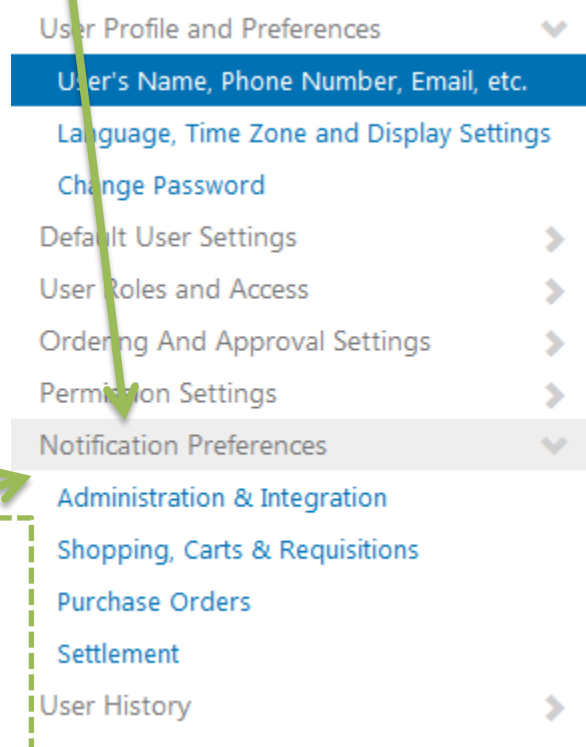
## Setting up Your Email Preferences

WISBuy allows a user to set specific email preferences so that you can receive a notification not only on WISBuy, but also through your email.

1. To access your email preferences go to “View my Profile” under your name in the top right-hand toolbar.

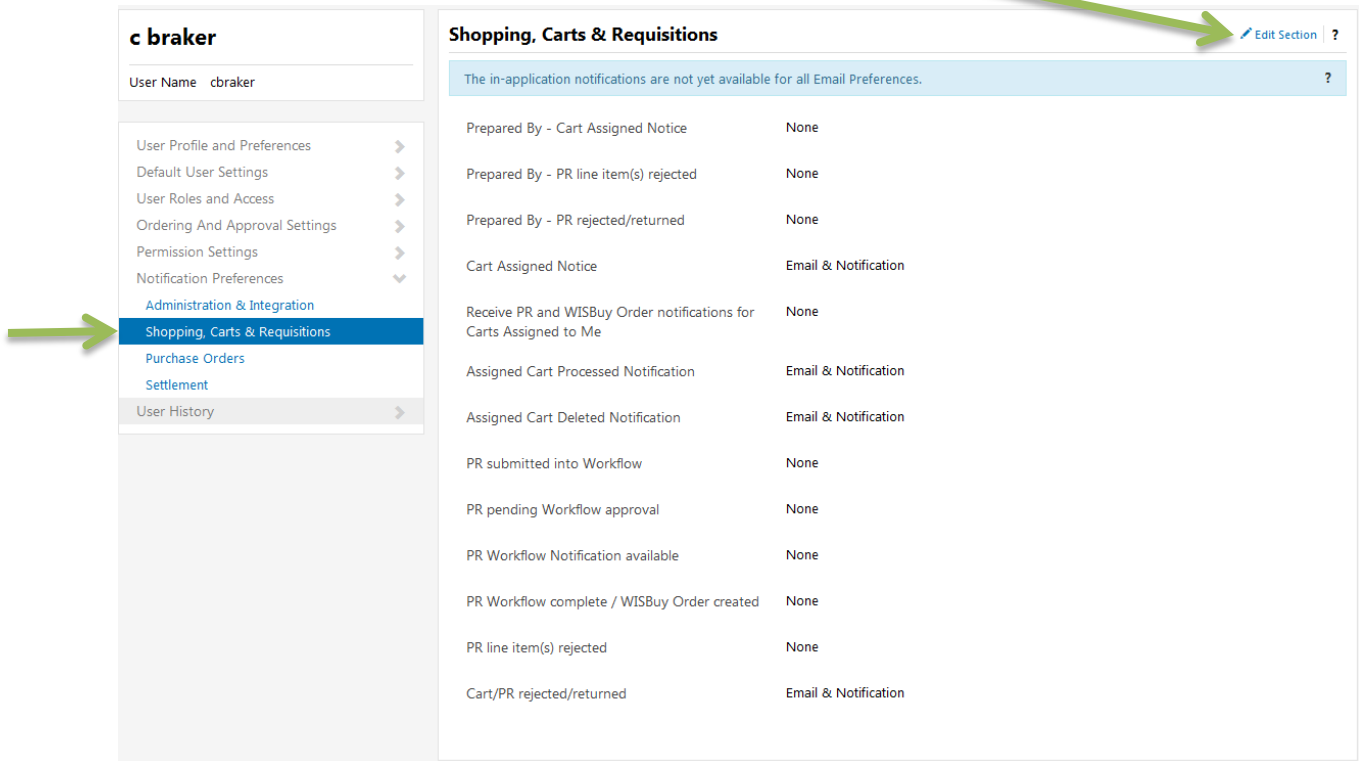


2. Next, click on “**Notification Preferences**” on the left-hand side toolbar.



Under the “**Notification Preferences**,” you will see that you will have the option to select: **Administration & Integration, Shopping, Carts, & requisitions, Purchase Orders, and Settlement** settings that you are able to override and update.

3. Your profiles specific email preferences section will allow you to edit several types of communication means. In this example, under the **"Shopping, Carts, & Requisitions,"** I am going to select **"Edit Section"** in the top right hand corner to alter my email preferences.



**c braker**

User Name cbraker

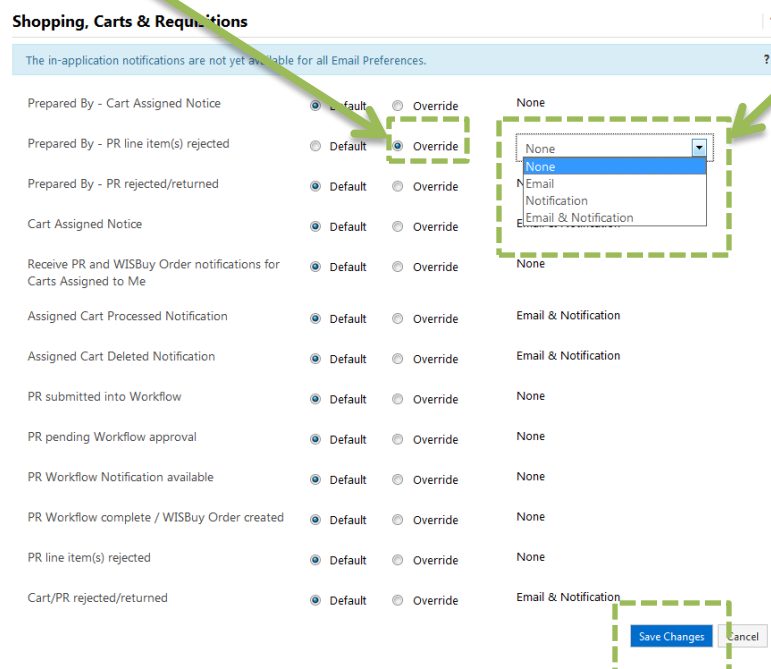
- User Profile and Preferences >
- Default User Settings >
- User Roles and Access >
- Ordering And Approval Settings >
- Permission Settings >
- Notification Preferences >
- Administration & Integration
- Shopping, Carts & Requisitions**
- Purchase Orders
- Settlement
- User History >

**Shopping, Carts & Requisitions**

The in-application notifications are not yet available for all Email Preferences. ?

Prepared By - Cart Assigned Notice	None
Prepared By - PR line item(s) rejected	None
Prepared By - PR rejected/returned	None
Cart Assigned Notice	Email & Notification
Receive PR and WISBuy Order notifications for Carts Assigned to Me	None
Assigned Cart Processed Notification	Email & Notification
Assigned Cart Deleted Notification	Email & Notification
PR submitted into Workflow	None
PR pending Workflow approval	None
PR Workflow Notification available	None
PR Workflow complete / WISBuy Order created	None
PR line item(s) rejected	None
Cart/PR rejected/returned	Email & Notification

4. After you click on the **"Edit Section"** button on the top of the page, click on the **"override"** bubble and select from the dropdown menu (Email, Notification, or Email & Notification).



**Shopping, Carts & Requisitions**

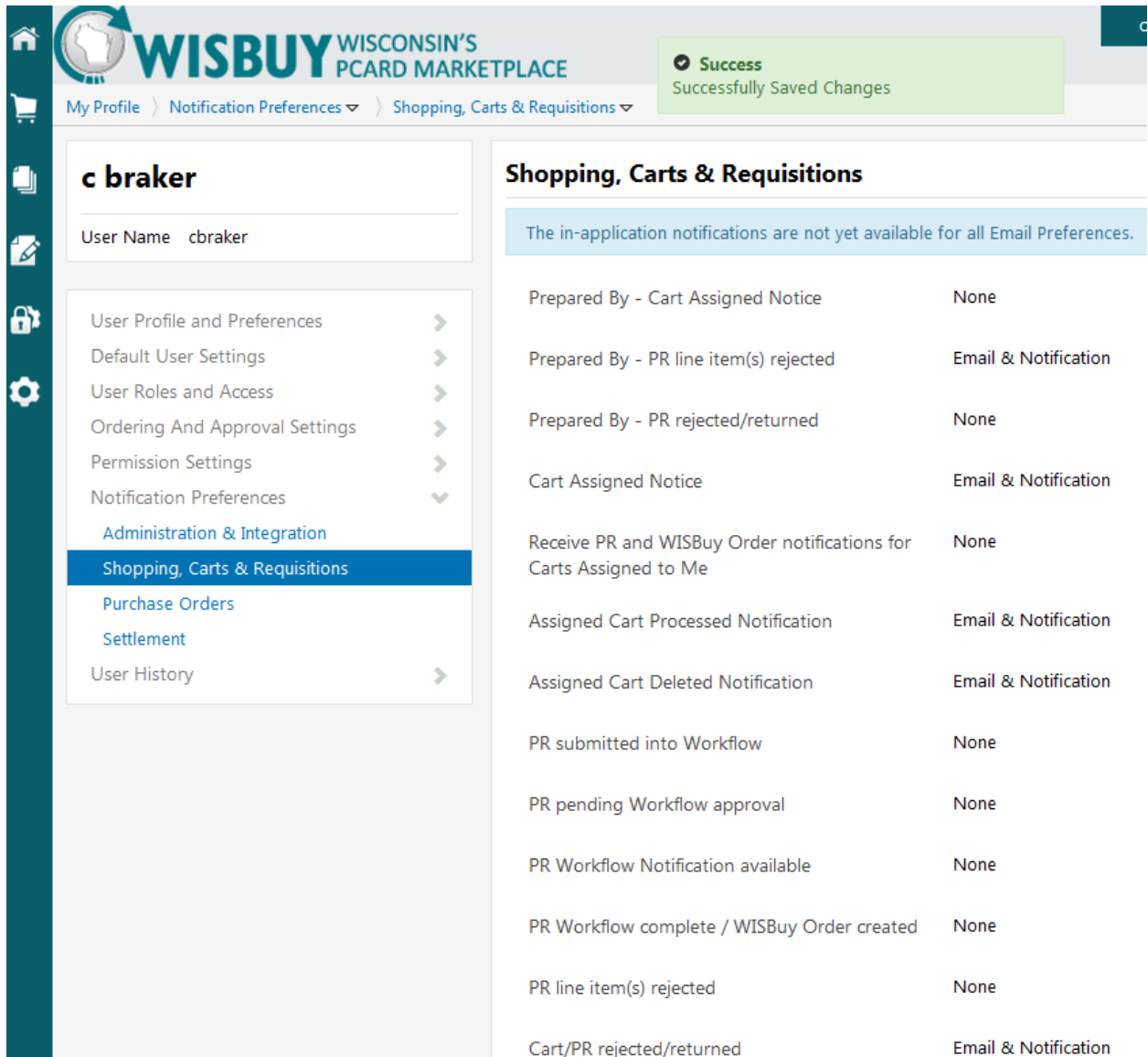
The in-application notifications are not yet available for all Email Preferences. ?

Prepared By - Cart Assigned Notice	Default <input checked="" type="radio"/> Override <input type="radio"/>	None
Prepared By - PR line item(s) rejected	Default <input type="radio"/> Override <input checked="" type="radio"/>	None
Prepared By - PR rejected/returned	Default <input checked="" type="radio"/> Override <input type="radio"/>	None
Cart Assigned Notice	Default <input checked="" type="radio"/> Override <input type="radio"/>	Email & Notification
Receive PR and WISBuy Order notifications for Carts Assigned to Me	Default <input checked="" type="radio"/> Override <input type="radio"/>	None
Assigned Cart Processed Notification	Default <input checked="" type="radio"/> Override <input type="radio"/>	Email & Notification
Assigned Cart Deleted Notification	Default <input checked="" type="radio"/> Override <input type="radio"/>	Email & Notification
PR submitted into Workflow	Default <input checked="" type="radio"/> Override <input type="radio"/>	None
PR pending Workflow approval	Default <input checked="" type="radio"/> Override <input type="radio"/>	None
PR Workflow Notification available	Default <input checked="" type="radio"/> Override <input type="radio"/>	None
PR Workflow complete / WISBuy Order created	Default <input checked="" type="radio"/> Override <input type="radio"/>	None
PR line item(s) rejected	Default <input checked="" type="radio"/> Override <input type="radio"/>	None
Cart/PR rejected/returned	Default <input checked="" type="radio"/> Override <input type="radio"/>	Email & Notification

None  
None  
Email  
Notification  
Email & Notification

Save Changes Cancel

- You will receive notification that your changes have been saved at the top of the screen after you select the **“Save Changes”** button located at the bottom of the screen shown on page two of this guide.



**WISBUY WISCONSIN'S PCARD MARKETPLACE**

My Profile > Notification Preferences > Shopping, Carts & Requisitions

**Success**  
Successfully Saved Changes

**c braker**

User Name cbraker

User Profile and Preferences >  
Default User Settings >  
User Roles and Access >  
Ordering And Approval Settings >  
Permission Settings >  
Notification Preferences >  
Administration & Integration  
**Shopping, Carts & Requisitions**  
Purchase Orders  
Settlement  
User History >

**Shopping, Carts & Requisitions**

The in-application notifications are not yet available for all Email Preferences.

Prepared By - Cart Assigned Notice	None
Prepared By - PR line item(s) rejected	Email & Notification
Prepared By - PR rejected/returned	None
Cart Assigned Notice	Email & Notification
Receive PR and WISBuy Order notifications for Carts Assigned to Me	None
Assigned Cart Processed Notification	Email & Notification
Assigned Cart Deleted Notification	Email & Notification
PR submitted into Workflow	None
PR pending Workflow approval	None
PR Workflow Notification available	None
PR Workflow complete / WISBuy Order created	None
PR line item(s) rejected	None
Cart/PR rejected/returned	Email & Notification

This concludes the lesson on Setting up Your Email Preferences in WISBuy. For further assistance, please contact [WisBuy@Wisconsin.gov](mailto:WisBuy@Wisconsin.gov) or visit the website.